

Secondary Teacher (6-12) Highly Qualified Plan of Action

Section A - Teacher Information

NAME:	Social Security Number:
Indiana Teacher License Number(s):	Years of Licensed Teaching Experience:
Grade Level Assignment: <input style="width: 150px;" type="text"/>	

Does your current teaching assignment include more than one core academic subject? ☐
 What core academic subjects are you currently assigned to teach? *(Check all subjects that apply.)*

☐ **English**
 ☐ **reading / language arts**
 ☐ **mathematics**
 ☐ **science**
 ☐ **world languages**
☐ **social studies (civics and government, economics, history, geography)**
☐ **fine arts**

(If you are assigned to teach more than one core academic subject, you must meet all of the criteria below for each core academic subject that you are currently assigned to teach.)

New Teacher Definition

A new teacher is a teacher who has taught for one year or less while holding a valid teaching license.

Veteran Teacher Definition

A veteran teacher is a teacher who has taught for more than one year holding a valid teaching license.

Section B – Do you meet the definition of a highly qualified teacher?

<p>1. Do you hold one of the following valid licenses for all core academic subject areas that you are currently assigned to teach?</p> <p><input type="checkbox"/> Junior High/Middle School Teachers should hold a valid Indiana teaching license appropriate for Junior High/Middle School (6-8), Secondary (grades 5-12), or a special education teaching license that includes middle school grades.</p> <p><input type="checkbox"/> High School Teachers should hold a valid Indiana secondary education teaching license or a special education teaching license (grades 9-12).</p>	<input style="width: 30px; height: 30px;" type="checkbox"/>
<p>2. Have you successfully completed at least one of the following for EACH core academic subject area that you are currently assigned to teach.</p> <p><i>Answer this question YES only if you have completed at least one of the following for every core academic subject area that you are currently assigned to teach. If you are assigned to teach more than one core academic subject and have completed one or more of the following but not for all of the core academic subjects that you are assigned to teach, you must answer this question NO.</i></p> <p><i>(Check the appropriate box(es) if successfully completed.)</i></p> <p><input type="checkbox"/> Have you passed the PRAXIS II in the core academic subject area that you are currently assigned?</p> <p><input type="checkbox"/> Have you passed the National Teacher Exam (NTE) specialty exam in the core academic subject area that you are currently assigned?</p> <p><input type="checkbox"/> Have you earned a bachelor's degree or completed 24 college credit hours in the core academic subjects area that you are currently assigned?</p> <p><input type="checkbox"/> Have you earned a master's degree in the core academic subject area that you are currently assigned?</p> <p><input type="checkbox"/> Have you completed the National Board for Professional Teaching Standards (NBPTS) certification in the core academic subject area that you are currently assigned?</p> <p><input type="checkbox"/> For veteran teachers only, have you earned 100 points on the HOUSSE rubric? Note: HOUSSE is not an option for New Teachers.</p>	<input style="width: 30px; height: 30px;" type="checkbox"/>
<p>If you answered YES to BOTH of the questions above, you meet the definition of highly qualified and do not need to complete the remainder of the form.</p> <p>If you answered NO to EITHER of the questions above, proceed to "Section C".</p>	

IF YOU ARE NOT HIGHLY QUALIFIED FOR YOUR CURRENT TEACHING ASSIGNMENT IN MULTIPLE CORE ACADEMIC SUBJECT AREAS, COPY AND COMPLETE THE FOLLOWING INFORMATION FOR EACH SUBJECT THAT YOU ARE CONSIDERED NOT HIGHLY QUALIFIED.

Section C - How will you become highly qualified?

Check the boxes of the methods that you will complete to become highly qualified and answer the questions associated with your choice(s).

Based on the preceding information, what current core academic subject area teaching assignments are you **NOT** considered highly qualified? *(Check all subjects that apply.)*

- ☐ English ☐ reading / language arts ☐ mathematics ☐ science ☐ world languages
☐ social studies (civics and government, economics, history, geography) ☐ fine arts

CORE ACADEMIC SUBJECT AREA

☐ **I will earn a valid Indiana core academic subject area teaching license. (Required for New and Veteran Teachers)**

- ☐ In which core academic subject area will you earn a license?
- ☐ How many hours of credit do you need to earn your license?
- ☐ From which institution of higher learning will you eventually receive your degree?
- ☐ What classes will you take towards your degree in 2006-07?
- ☐ By what date will you have earned the license selected above?

AND one of the following:

☐ **I will pass the PRAXIS II exam in my core academic subject area.**

- ☐ What core academic subject area exam will you take?
- ☐ List the date that you are scheduled to take the exam.
- ☐ Name the site where you will take the test.

☐ **I will earn a bachelor's degree or complete a minimum of 24 college credit hours in my core academic subject area?**

- ☐ In which core academic subject area will you earn a degree or 24 college credit hours?
- ☐ How many hours of credit do you need to complete your degree?
- ☐ From which institution of higher learning will you eventually receive your degree?
- ☐ What classes will you take towards your degree in 2006-07?
- ☐ By what date will you have earned the license selected above?

☐ **I will earn a master's degree in my core academic subject area?**

- ☐ In which core academic subject area will you earn your master's degree?
- ☐ How many hours of credit do you need to complete your master's degree?
- ☐ From which institution of higher learning will you eventually receive your master's degree?
- ☐ What classes will you take towards your master's degree in 2006-07?
- ☐ By what date will you have earned your master's degree?

☐ **I will complete the National Board for Professional Teaching Standards (NBPTS) certification in my core academic subject area?**

- ☐ In which core academic subject area certification will you complete?
- ☐ List the date that you are scheduled to take the certification.

☐ I will earn 100 points on the [HOUSSE \(High Objective Uniform State Standard of Evaluation\)](#) rubric for the core academic subject. Note: Only veteran secondary teachers may use the HOUSSE rubric to meet the highly qualified teacher standards.

List the date by which you expect to earn 100 points

- ☐ Complete the following tables by entering the current amount of points earned and what your expected final points will be at the end of the 2006-07 school year.

Ways of Earning Points	Possible Points	Current Subtotals	Expected Subtotals
College Level Course Work	100	=	=
Experience	50	=	=
Professional Development	195	=	=
Service	70	=	=
Curriculum Development	60	=	=
Scholarship	45	=	=
Other	15	=	=
<i>Total must equal 100 points to be HQ</i>		Total = 0	Total = 0

Refer to the [HOUSSE Rubric](#) when completing the following information. Be specific when describing how you will earn points within each category.

Ways of Earning Points	Description of Points Earned Prior to the 2006-07 School Year
College Level Course Work	
Experience	
Professional Development	
Service	
Curriculum Development	
Scholarship	
Other	

Ways of Earning Points	Description of Expected Points Earned in 2006-07 School Year
College Level Course Work	
Experience	
Professional Development	
Service	
Curriculum Development	
Scholarship	
Other	

Make a copy for your records and send the completed information to your school corporation office. If you have any questions concerning this form, contact HQT@doe.in.gov

